

National Park Service  
Lewis and Clark National Historic Trail  
2001 Challenge Cost Share Program  
Application

***Return this form to:***

***Lewis and Clark National Historic Trail, 1709 Jackson Street., Omaha, NE 68102,***

***402-221-3478***

<p>1. Project Name: _____</p> <p>NPS Areas of Project: _____</p>	<p>2. Estimated Start Date: _____</p> <p>Expected End Date: _____</p>
<p>3. Applicant Organization: _____</p> <p>_____</p> <p>Authorized Official: _____</p> <p>Signature: _____</p> <p>Title/Position: _____</p> <p>Address: _____</p> <p>_____</p> <p>_____</p>	<p>4. Amount Requested from NPS: \$ _____</p> <p>Applicant Share: \$ _____</p> <p>Other Contributions: \$ _____</p> <p>Total Cost: \$ _____</p> <p>5. Phone Number: _____</p> <p>Fax Number: _____</p> <p>E-mail: _____</p>
<p>6. Park or Trail: _____</p> <p>Address: _____</p> <p>_____</p> <p>NPS Project Contact: _____</p> <p>Phone Number: _____</p> <p>E-mail: _____</p>	<p>7. Will CCSP money/resources be transferred by NPS (y,n)</p> <p>____ Yes ____ No</p> <p>If yes, attach Cooperative Agreement information about NPS activity. See Question 7(c).</p>

8. **Project Summary:** Briefly describe the project. Specify planned objectives, major actions, and measurable results. Explain how this project preserves the Lewis and Clark heritage and meets the criteria to provide public services related to the Lewis and Clark Trail. (Do not relate the history of the Lewis and Clark Expedition, we already know that.) **Be concise and succinct!**

9. **Project Description:** (a) **Outline** concisely the objectives and tasks needed to complete the project. (b) For each **major** activity and **major** task, provide a timeline with proposed beginning and end dates. Please limit description to this space or not more than 100 additional words. (c) **Identify** NPS activity, such as staff expertise, equipment, supplies, etc.

10. State how appropriate expertise will be available to assure project completion in accordance with generally accepted standards:

11. Briefly list the tangible, measurable results or product(s) will be in place at the end of the project. When will the project be completed? Identify results or products in as measurable terms as possible. Examples: new facilities, renovations made, research reports, type of visitor services, resources preserved, educational or interpretive product.

12. **Applicant Assurance:** Stipulate your agreement to clearly identify the National Park Service and the Challenge Cost Share Program in signs, film, or published materials developed under this funding:

13. Total the Budget Narrative financial and contribution data. Column 1 lists CCSP Federal funds. Column 2 lists non-federal contributions. Column 3 totals are the sum of lines 1 and 2. Column 4 (Federal Partners (N)) totals other Federal contributions to the project which cannot be applied as matching share. Note: Category 1.a. and 1.b is used only when NPS itself hires new personnel SPECIFICALLY for this CCSP project.

Budget Categories	1	2	3	4
	NPS CCS Share	Partners	TOTAL CCSP	Other Federal
	(F)	Share (C)	(F) + (C) Partners (N)	
a. Personnel	\$_____	\$_____	\$_____	\$
b. Fringe Benefits	\$_____	\$_____	\$_____	\$
c. Travel	\$_____	\$_____	\$_____	\$
d. Equipment	\$_____	\$_____	\$_____	\$
e. Supplies	\$_____	\$_____	\$_____	\$
f. Cooperative Agreement	\$_____	\$_____	\$_____	\$
g. Construction	\$_____	\$_____	\$_____	\$
h. Other	\$_____	\$_____	\$_____	\$
i. Total Direct Charges (sum of a-h)	\$_____	\$_____	\$_____	\$
j. Indirect Charges	\$_____	\$_____	\$_____	\$
k. <b>TOTALS</b> (sum of i and j)	\$_____	\$_____	\$_____	\$

Partner Project Manager

NPS Superintendent/Program Chief

# 2001 National Park Service Challenge Cost Share Program

## GUIDANCE FOR BUDGET NARRATIVE

This Attachment presents guidance and examples of how to present information and calculations of estimated project costs under each budget category, and to complete the Budget Summary (Attachment D).

[This detail allows reviewers to verify that budget costs are reasonable, necessary, and allowable; and highlights unallowable costs, such as regular park employee salaries or wages.] The totals of each category are entered on the Budget Summary, Attachment F as shown in these examples.

If your project is funded, the Budget Summary, together with the Project Summary and the project objectives, will become part of the funding agreement.

Show your calculations for each item of cost. (a) Following each line item, IDENTIFY EACH LINE ITEM by CCSP Federal share (**F**); non-federal share (**C**); or non-cost-sharing (**N**). "**N**" MEANS FEDERALLY FUNDED PARTNERS CONTRIBUTING PERSONNEL OR OTHER RESOURCES TO THE PROJECT, WHICH CANNOT BE "COUNTED" AS MATCHING SHARE. Identify (**N**) items separately on Attachment I (see last page of this Attachment for sample).

- A. *Personnel*: This category identifies salaries and wages assigned to the project by the applicant. List personnel by job title and show method of computation, and total. Identify each item ("**F**"), ("**C**"), or ("**N**"). Remember to attach supporting documentation for computer or other equipment to be purchased and, if claimed, the Federal indirect cost approval.

### Examples:

NPS Project Director, (N) \$30,000/year x 6 mo. x 50% of time = \$7,500  
Secretary, (F), 9 months x \$25,000/year x 9 mo. x 50% of time = \$9,375  
Volunteers laborers (C) 6 @ 120 hours x \$.4.75/hr = \$3,420

- B. *Fringe Benefits*: This category lists fringe benefits on portions of salary assigned to applicant's staff assigned to the project. Only those benefits that are **not** included in the indirect cost pool may be shown here as direct costs. Show contributions to social security, employee insurance, etc.

### Example:

Group Health Insurance (F) @ \$65/month x 8 employees or volunteers  
X 6 months = \$6,240

- C. *Travel*: Detail local travel and out-of-town travel (travel requiring per diem) for staff, not consultants' travel. For air travel, applicants should list the cost of coach-class tickets only. First-class seats will not be supported. Per diem rates may not exceed Federal cost limits unless the applicant is a university or local government with a written travel policy. Specify titles of person(s) traveling, purpose of the trip, how many people will be taking each trip; 2) how many days each person will be traveling; 3) the total subsistence (meals and lodging); and 4) transportation costs such as airfare or mileage at 25 cents per mile for vehicles. Separate estimated local travel as shown.

### Examples:

Out-of-Area Travel:

Project Director to 2 day NPS training program in Atlanta, (F), subsistence (meals and lodging) @ \$125/day x 2 days = \$250; round trip air fare = \$375; taxi etc. = \$15; total = \$640

Local Travel:

Physical Anthropologist (F), \$60/month x 12 months @ \$0.25/mile = \$720

- D. *Equipment:* Itemize equipment needed for the project. Equipment is non-expendable property having a useful life of more than 2 years, and an acquisition cost of more than \$300 per unit.

Specify which equipment will be purchased and which rented or leased. If equipment is to be purchased, show **on an attached page** that the purchase will be less expensive than rental.

Computer purchase ALSO must be justified as to why it is needed **and** why existing computers available to the applicant cannot be used.

**Examples:**

Equipment rental for editing (C) estimated @ \$1,400

Lease computer for data base (N) @ \$78/mo x 10 months = \$780

- E. *Supplies:* Provide a general description or identify items costing less than \$500 or have an estimated useful life of less than 2 years. Provide a basis for evaluation.

**Examples:**

General office supplies (F) @ \$75/year x 6 project staff = \$450

Computer diskettes (F), \$22/box x 10 boxes

- F. *Contractual Fees:* This category covers fees and travel costs for consultants and experts. Include 1) the name or type of consultant (if the consultant has not yet been chosen, the type of consultant is sufficient); 2) rate of compensation (daily or hourly rate); 3) number of days on the project; and 4) total consultation fee or honorarium (not including travel costs).

**Examples:**

Payroll Service (C) \$300/month x 12 months = \$3,600 (existing contract; selected by competitive proposal)

Audit costs (C), to be hired; CCSP portion estimated @ \$1,500 (existing contract); selected by competitive procedures

Secretarial Service (Word Processing) (N) \$12/hour x 20 hours/wk x 45 weeks = \$10,800;

Park Service agreement

- G. *CONSTRUCTION:* Itemize using standard NPS forms, as applicable.

- I. *OTHER:* List other necessary direct cost items that do not fit logically elsewhere. This category includes postage, printing, computer use charges, equipment rentals, telephone, postage, printing or photocopying, space rental costs, etc. "Miscellaneous," "overhead" and "contingency" are **not**

acceptable budget items.

For printing/photocopying, specify the purpose of each cost.

Contributed space costs should be based on square footage and number of staff assigned to the project. Rent paid must be comparable to prevailing local area rents. If the applicant or a non-federal contributor owns the facility used by the project, occupancy cost is limited to depreciation or a use allowance based on the purchase price of the building.

Principal investigators who are not on applicant's staff are considered consultants. Consultant services must be procured competitively.

**Examples:**

Archeologist (C) @ \$150/day x 8 days = \$1,200, to be hired competitively  
Telephone charges (C) @ \$22/month x 12 months x 6 lines  
= \$1,584  
Photocopy (C), 500 copies of 30 page workbook @ \$.06/copy = \$5,000  
Duplication of survey data forms, (C) 300 forms @ \$.05/copy = \$15

- J. *INDIRECT COSTS*: These are costs that are incurred for common or joint objectives, which cannot be identified readily with the (CCSP). Typical examples of indirect costs are the salaries of executive officers, the cost of operating and maintaining facilities, local telephone service, office supplies, and accounting services. If indirect costs are budgeted, ATTACH a copy of the letter from the cognizant Federal agency approving the rate to be used and the period for which the rate is approved.

**RECOMMENDATION:** After completing budget items, it is suggested that the applicant AND ITS PARTNERS, including NPS, examine and compare the budget items in relation to the chronological outline of major activities and tasks in the Application. This review should ensure that for all major activities and tasks described in the Application:

- personnel and other costs clearly and directly relate to the described activities and tasks;
- all budget items are identified by (F), (C), or (N);
- necessary costs appear in the budget and are explained clearly in the Budget Narrative or an attached page; and
- budget items are calculated with sufficient clarity so a reviewer can verify cost allowability, relevance to the project, and reasonableness of costs.

Summarize your Budget Narrative information on Attachment E, BUDGET SUMMARY, as shown here, taken from the above examples. Total the Budget Narrative financial and contribution data. Column 1 lists CCSP Federal funds. Column 2 lists non-federal contributions. Column 3 totals are the sum of lines 1 and 2. Column 4 (Federal Partners (N)) totals other federal contributions to the project which cannot be applied as matching share. Remember to attach supporting documentation for equipment purchases, and the current Federal indirect cost approval, if indirect costs are claimed: NOTE: Category (1) a. and (1) b. is used only when NPS itself hires new personnel SPECIFICALLY for this CCSP project.

<b>Budget Categories</b>	<b>(1) National Park Service (F)</b>	<b>(2) Partners (C)</b>	<b>(3) TOTAL CCSP</b>	<b>(4) Federal Partners (N)</b>
a. Personnel	\$ <u>9,375</u>	\$ <u>3,420</u>	\$ <u>12,795</u>	\$ <u>7,500</u>
b. Fringe Benefits	\$ <u>6,240</u>	\$	\$ <u>6,240</u>	\$
c. Travel	\$ <u>1,360</u>	\$	\$ <u>1,360</u>	\$
d. Equipment	\$	\$ <u>1,400</u>	\$ <u>1,400</u>	\$ <u>780</u>
e. Supplies	\$	\$ <u>620</u>	\$ <u>620</u>	\$
f. Contractual	\$	\$ <u>5,100</u>	\$ <u>5,100</u>	\$ <u>10,800</u>
g. Construction	\$	\$	\$	\$
h. Other	\$	\$ <u>7,799</u>	\$ <u>7,799</u>	\$
i. Total Direct Charges (sum of a-h)	\$ <u>15,615</u>	\$ <u>18,339</u>	\$ <u>33,954</u>	\$ <u>19,080</u>
j. Indirect Charges	\$	\$	\$	\$
k. <b>TOTALS</b> (sum of i and j)	\$ <u>15,615</u>	\$ <u>18,339</u>	\$ <u>33,954</u>	\$ <u>19,080</u>